Diploma in Organisational Leadership (Mandarin)

Introduction

The program is uniquely designed to provide leaders or leaders-to-be with the foundation they need to effectively manage the challenges and responsibilities of driving organizational success. Through a series of competence-based learning that focus on public and private organisations and the people, participants learn the value and techniques of creating a climate of trust, generating unity, taking calculated risks and establishing other hallmarks of great leadership.

The Diploma in Organisational Leadership aims to provide:

Knowledge

- Master key principles and strategies to lead or participate in his/her organization.
- Learn key adult learning theories to enable him/her to pursue life-long learning.
- Understand fundamentals of effective oral and written communication strategies to communicate within and outside of his/her organization.

Skills

- Use leadership and followership skills to mentor his/her fellow employees (Management Track) or use teaching strategies to teach his/her students (Education Track).
- Motivate and set goals for his/her employees (Management Track) or students (Education Track).
- Use effective strategies for problem-solving or decision making within or outside his/her organization.

Attitude

- Exemplify attitude to serve and empower his/her fellow employees (Management Track) or students (Education Track).
- Demonstrate appreciation for cultural diversity within and outside his/her organization.
- Manifest willingness to regularly re-evaluate personal goals, work effectiveness and experiences.

Course Modules

- Effective Leadership and Management
- Leading and Working with People
- Effective Communication Skills
- Leadership and Change Management
- Mastering Leadership Skills

Electives (Management Track)

- Business Ethics
- Essentials of Marketing
- Entrepreneurship

Electives (Education Track)

- Teaching and Coaching
- Human Development and Management
- Effective Teaching and Learning Strategies

Admission Requirements

12 years of General Education qualification or equivalent

Language Requirements

A Pass in GCE 'O' level Chinese or equivalent

Name of Award

Diploma in Organisational Leadership (Mandarin)

Awarding Body

Barclyne College International

Course Mode and Schedule

Full time / Part time

Full time: Monday to Friday, 6 contact hours per day

Part time: 4 days a week, 3 contact hours per day

Course Duration

8 months

Venue

Barclyne College International, 62 Cecil Street #03-00 TPI Building

Fee Structure

Application Fee *	S$ 500
Course Fee	S$ 7,200
Materials Fee	S$ 350
Textbook Fee	S$ 250
Internal Examination Fee	S$ 100/subject
Admin Fee	S$ 580

Total Fees	S$ 9,680

All prices are subject to prevailing Goods & Service Tax (GST). Please refer to the official price list for a detailed breakdown.

College will provide FPS Insurance, Life/Accident & Medical Insurance and Guarantor Fee for Banker's Guarantee (if any) for free.

* Application Fee paid is not refundable.
#All information is correct at the time of print and is subject to change without prior notice. Visit us at **www.barclyne.edu.sg** for detailed information and updates.

Payment Modes

Cash, NETS, cheque (payable to Barclyne College International) or telegraphic transfer (not applicable for miscellaneous fees)

Fee Collection Hours

Monday-Friday: 10.00 am to 05.00 pm on working days

Withdrawal/Deferments

Applications to withdraw or defer from a course must be made in written form to Barclyne College International. For amount of refund, please refer to the college's Refund Policy at www.barclyne.edu.sg.

Student Fee Protection Scheme
The college has adopted insurance facility to provide full protection of all course fees paid by all students as part of the EduTrust Certification Scheme. The college has also in place, as required under the EduTrust Scheme, a Medical Insurance Scheme for all its students. For more information on EduTrust for Education, please visit College website www.barclyne.edu.sg. Alternatively, you can also visit the official CPE website at www.cpe.gov.sg.

Scheduled Holidays
Refer to MOM Public Holidays calendar at www.mom.gov.sg and BCI Academic calendar. For more information, please contact our Education Consultant at (65) 6100 1995.
Manner of Teaching

Lectures, tutorials, discussion strategies, demonstration, role plays, individual & group presentations, quizzes, questioning, research project, and case studies.

Average Teacher-Student Ratio

Lecture - 1:25

Tutorial – 1:25

Note: Number of students in a classroom is subject to permitted seating capacity.

Module Description
Effective Leadership and Management

This course presents a comprehensive, integrative, and practical focus on leadership and management. It is based upon a framework that analyzes leadership and management at different levels: individual leadership, team leadership, and organizational leadership.

Leading and Working with People

This unit emphasizes that to successfully lead a work group, it is essential that you be aware of your responsibilities as part of the management team, understand the principles of effective leadership, and know what factors motivate people in the workplace. This includes practical information and exercises designed to increase your skills in providing outstanding leadership for the people in your work group.

Effective Communication Skills

This unit builds from the fact that the most successful executives / managers are excellent communicators. In this workshop, you develop insights into your own and other's communication styles, apply practical listening, speaking and meeting skills, and develop conflict resolution.

Leadership and Change Management

This unit aims to provide students with an understanding of the impact of leadership on the change process and its effect on people management and organizational behavior, design and culture.

Mastering Leadership Skills

This unit builds your skills in the "nuts and bolts" of leadership, management, supervision, delegation, performance management and problem solving.

Management Track
Business Ethics

The purpose of this unit is to inquire into the philosophical foundations of interpersonal relations and values in organizational contexts with emphasis on applications of ethical systems to the responsibilities of people in organizations toward society and individuals.

Essentials of Marketing

This unit aims to provide learners with understanding and skills relating to the fundamental concepts and principles that underpin the marketing process.

Entrepreneurship

This unit offers hands-on learning opportunities where students are encouraged to develop innovative solutions to real-world challenges-and turn big ideas into even bigger successes.

Education Track
Teaching and Coaching

The aim of this unit is to provide learners with the understanding and skills to comprehend the special roles of a teacher and the required virtues & characters that a teacher should develop.

Human Development and Management

The unit aims to provide students with overview & key issues in human primate' growth and development; addresses factors & determinants of variations in human growth.

Effective Teaching and Learning Strategies

This unit aims to provide students with the understanding of the principles and effective methods of preparation, delivery, and evaluation for effective teaching in diverse cultural settings, and effective learning strategies & methodologies.

Manner of Assessment and Grading

The course is assessed drawing on end-of-term assignments. Each unit is internally assessed and graded by qualified lecturers / Assessors and Internal Verifiers. Group assignments / projects with presentation will be presented to and assessed by a panel of experienced entrepreneurs. Viva / individual interview will be conducted by module teacher.

Grades awarded are Pass (P), Merit (M) and Distinction (D).
Final Assessment Dates

Teachers will brief students at the beginning of each module regarding assessment dates and other relevant matters.

Expected Date of Release of Results

Within a month of the date of final assessment

Commencement & End Date of Course

For more information, please contact us at 65 61001995.

Note:
1) BCI has the right to cancel an intake if the minimum number of students enrolled is less than 5 for any course. For withdrawal and refund policies, please refer http://www.barclyne.edu.sg/en/general/page/922 for details.

2) Teachers will brief students at the beginning of an intake regarding all critical course information such as course contents, assessment details and other academic matters.

Graduation Requirements

Students will receive a BCI Certificate of Competence upon completion of each module with a minimum passing grade of 50%. Upon completion of all relevant modules successfully, students will be awarded the BCI Diploma in Organisational Leadership (Management) or Diploma in Organisational Leadership (Education).

Attendance Requirements

As per ICA regulations, international students are required to achieve at least 90% attendance every month and not be absent for 7 consecutive days or more without any valid reason.

Students who do not require ICA's student's pass are required to achieve at least 75% attendance rate.

Only medical certificates are accepted as proof for absenteeism. Any other documents would be accepted on a case-by-case basis with full justification acceptable by ICA.

Lecturers

For updated information on lecturers deployed to teach the modules, please refer to www.barclyne.edu.sg.

Progression / Career Pathways

Students who successfully complete the course may look for employment opportunities in Business Administration, Management or Educational institutions and other relevant sectors.